SUBJECT: HAZARDOUS TREE SERVICES, TREE PRUNING AND RIGHT-OF-WAY ENCROACHMENT CLEARING

BID #: CP-0238-17 **OPEN DATE:** 9/20/2017

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SERVICE CONTRACT - ONE (1) YEAR FROM DATE OF AWARD WITH THREE (3) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: MOWING AND LANDSCAPE

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER.

NUMBER OF BIDS INVITED: (42) NUMBER RECEIVED: (1) OTHER (0)

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the lowest responsive, responsible bidder, Lewis Tree Service, Inc. Period of service is for one (1) year from date of award. Total expenditure amount is $830,842.30.

This award to be funded by the following accounts on an as-needed basis and to be encumbered by purchase order: PWML011TR-03410; PWML15F-04904; PWML461TR-03410; PWML1L2PPTR-03410

Attachments: Recommendation Memo, Tabulation, Terms & Conditions, Scope of Work

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
Annette Burney
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Dave McDaniel, Chief, Mowing and Landscape Maintenance Division

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Department of Public Works
Mowing & Landscape Maintenance Division
609 St. Johns Bluff Road North
Jacksonville, FL 32225
(904) 472-2910
www.coj.net

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: Greg Pease, Division Chief
Procurement Division

THRU: John Pappas, Director
Public Works Department

FROM: Dave McDaniel, Division Chief
Mowing and Landscape Maintenance Division

DATE: October 6, 2017

SUBJECT: **Recommendation of Award**
Bid Name: Hazardous Tree Service, Tree Pruning and Right of Way Encroachment Clearing
Bid No: Bid No. CP-0238-17
Award Amount: $830,842.30

The Procurement Division received one (1) bid for the above project. The following vendor is qualified and available to provide the services required by the bid specifications:

Vendor	Bid Amount
Lewis Tree Service, Inc.	$830,842.30

The Mowing and Landscape Maintenance Division of the Department of Public Works has reviewed the qualified bid and has determined that Lewis Tree Service, Inc. has submitted the most responsive total bid of $830,842.30. Therefore, the Mowing and Landscape Maintenance Division recommends award to Lewis Tree Service, Inc., 300 Lucius Gordon Drive, West Henrietta, NY 14586, in the amount of $830,842.30 after correcting minor mathematical errors made in the price extensions.

Funds will be encumbered by a release under a Master Blanket Order using accounts PWML011TR-03410, PWML15F-04904, PWML461TR-03410 and PWML1L2PPTR-03410.

Should you have any questions or require additional information concerning this recommendation, please feel free to contact Richard Leon at 255-4324 or via email at rleon@coj.net.

Cc: Richard Leon, Urban Forestry Manager
John Tyson, Contract Administration Coordinator
Annette Burney, Purchasing Analyst, Procurement Division

Attachment: Bid Tabulation Sheet

Leslie-Burney, Annette

From: Cruz, Aileen
Sent: Tuesday, October 17, 2017 2:38 PM
To: Leslie-Burney, Annette
Subject: Corrected Letter: Hazardous Tree Services, Tree Pruning and Right-of-way Encroachment Clearing - CP-0238-17

To: Gregory A. Pease, Chief
Procurement Division

From: Aileen Cruz, Business Analyst
Jacksonville Small & Emerging Business Office

Re: **Hazardous Tree Services, Tree Pruning and Right-of-way Encroachment Clearing - CP-0238-17**

The Equal Business Opportunity (EBO) Office has reviewed the low bidder/proposer for compliance with the Jacksonville Small and Emerging Business (JSEB) program. The low bidder/proposer, **Lewis Tree Service,** does meet the JSEB criteria for this project. The low bidder/proposer's price for the subject project was **$830,842.35** and the goal was **15%**. Based upon review of the JSEB schedule of work, the letters of intent, and the areas of certification, the lowest bidders/proposers, meet the goal by utilizing **15%** to the following JSEB:

J.M. Dickson, Inc. TBD (15% of the bid is $124,626)

Our review efforts are documented and available upon request. Please let us know if you have any questions or concerns. I can be reached at (904) 255-8840.

Aileen Cruz
Business Analyst
City of Jacksonville
Small & Emerging Business Office
214 N Hogan St. Suite 800
Jacksonville, Fl. 32202
904-255-8828 office
904-255-8842 fax

Leslie-Burney, Annette

From: Tyson, Johnnie
Sent: Tuesday, October 17, 2017 7:06 AM
To: Leslie-Burney, Annette; Brackin, Ann; Pearson, Daniel
Cc: McDaniel, Dave; Leon, Richard; Brackin, Ann; Pearson, Daniel
Subject: RE: CP-0238-17 Hazardous Tree Service, Tree Pruning and ROW Encroachment Clearing Award

Good morning Annette – they are based on work orders.

Thanks,

John Tyson
Contract Administration Coordinator
City of Jacksonville - Mowing & Landscape Maintenance Division
609 St. Johns Bluff Road, N.
Jacksonville, FL 32225
Office No. (904) 255-4303
Email: jtyson@coj.net
CITY OF JACKSONVILLE
ONE CITY. ONE JACKSONVILLE.

From: Leslie-Burney, Annette
Sent: Monday, October 16, 2017 4:10 PM
To: Brackin, Ann; Pearson, Daniel
Cc: McDaniel, Dave; Leon, Richard; Tyson, Johnnie
Subject: RE: CP-0238-17 Hazardous Tree Service, Tree Pruning and ROW Encroachment Clearing Award

Ann, is there a funds breakdown for the accounts or are they based on work orders?

Annette L. Burney
Purchasing Analyst
Procurement Division
Finance and Administration Department
214 N. Hogan Street, Suite 800
Jacksonville, FL 32202
Ph.: 904-255-8810
Fax: 904-360-8527
Email: aburney@coj.net
CITY OF JACKSONVILLE

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From: Brackin, Ann
Sent: Thursday, October 12, 2017 8:32 AM
To: Leslie-Burney, Annette; Pearson, Daniel
Cc: McDaniel, Dave; Leon, Richard; Tyson, Johnnie
Subject: CP-0238-17 Hazardous Tree Service, Tree Pruning and ROW Encroachment Clearing Award

Please process.

Thanks, Ann

TITLE: HAZARDOUS TREE SERVICE, TREE PRUNING AND RIGHT OF WAY ENCROACHMENT CLEARING

BID NO.: CP-0238-17

OPEN DATE: SEPTEMBER 20, 2017 @ 2:00 P.M.

ANALYST: ANNETTE BURNEY

No. Invited: (42) No. Received (1) No Bids: (0)

Recorded By: Gail Sampson Announcer: Bonnie Geddis

ITEM	DESCRIPTION	QTY	UOM	LEWIS TREE SERVICE UNIT COST	LEWIS TREE SERVICE TOTAL COST:	UNIT COST	TOTAL COST:	UNIT COST	TOTAL COST:
1	Remove tree <12" DBH	20	E	$ 60.28	$ 1,205.60	$	$	$	$
2	Remove tree 12" to 18" DBH	50	E	$ 250.97	$ 12,548.55	$	$	$	$
3	Remove tree 18" to 24" DBH	50	E	$ 473.65	$ 23,682.50	$	$	$	$
4	Remove tree 24" to 30" DBH	100	E	$ 687.71	$ 68,771.00	$	$	$	$
5	Remove tree 30" to 36" DBH	100	E	$ 741.00	$ 74,100.00	$	$	$	$
6	Remove tree 36" to 42" DBH	100	E	$ 1,040.00	$ 104,000.00	$	$	$	$
7	Remove tree 42" to 48" DBH	40	E	$ 1,401.25	$ 56,050.00	$	$	$	$
8	Remove tree 48" to 54" DBH	20	E	$ 2,462.40	$ 49,248.00	$	$	$	$
9	2 person crew, aerial lift & chipper Hourly pruning & debris disposal	400	Hr	$ 74.20	$ 29,680.00	$	$	$	$
10	2 person crew, aerial lift & chipper Emergency hourly pruning & debris disposal	100	Hr	$ 91.01	$ 9,101.00	$	$	$	$
11	3 person crew, aerial lift & chipper Hourly tree removal, pruning & debris disposal	300	Hr	$ 97.02	$ 29,106.00	$	$	$	$
12	3 person crew, aerial lift & chipper Emergency hourly tree removal, pruning & debris disposal	60	Hr	$ 121.30	$ 7,278.00	$	$	$	$
13	4 person crew, aerial lift & chipper Hourly tree removal, pruning & debris disposal	40	Hr	$ 119.84	$ 4,793.60	$	$	$	$
14	4 person crew, aerial lift & chipper Emergency hourly tree removal, pruning & debris disposal	20	Hr	$ 151.60	$ 3,032.00	$	$	$	$
15	4 person crew, aerial lift, chipper & loader Hourly tree removal, pruning, & debris disposal	100	Hr	$ 241.24	$ 24,124.00	$	$	$	$
16	4 person crew, aerial lift, chipper & loader Emergency hourly tree removal, pruning & debris disposal	20	Hr	$ 275.71	$ 5,514.20	$	$	$	$
17	3 person crew, compact track lift Hourly tree removal, pruning & debris disposal	40	Hr	$ 221.73	$ 8,869.20	$	$	$	$
18	3 person crew, compact track lift Emergency hourly tree removal, pruning & debris disposal	20	Hr	$ 248.44	$ 4,968.80	$	$	$	$
19	Stump Grinding	8000	Dia. Inch	$ 2.91	$ 23,280.00	$	$	$	$
20	Right-of-Way Encroachment Clearing-One (1) side of right-of-way	14	1000 LF	$ 2,500.00	$ 35,000.00	$	$	$	$

	UNIT PRICES FOR FEMA RESPONSE								
21	Remove leaner <12" DBH	5	EA	$ 68.12	$ 340.60	$	$	$	$
22	Remove leaner 12" to 18" DBH	5	EA	$ 283.60	$ 1,418.00	$	$	$	$
23	Remove leaner 18" to 24" DBH	10	EA	$ 535.22	$ 5,352.20	$	$	$	$
24	Remove leaner 24" to 30" DBH	15	EA	$ 777.11	$ 11,656.65	$	$	$	$
25	Remove leaner 30" to 36" DBH	20	EA	$ 1,084.34	$ 21,686.80	$	$	$	$
26	Remove leaner 36" to 42" DBH	20	EA	$ 1,521.88	$ 30,437.60	$	$	$	$
27	Remove leaner 42" to 48" DBH	20	EA	$ 2,050.52	$ 41,010.40	$	$	$	$
28	Remove leaner 48" to 54" DBH	5	EA	$ 3,603.35	$ 18,016.75	$	$	$	$
29	Fell leaner <12" DBH leaving debris curbside in R.O.W.	5	EA	$ 60.44	$ 302.20				
30	Fell leaner 12" to 18" DBH leaving debris curbside in R.O.W.	5	EA	$ 275.91	$ 1,379.55				
31	Fell leaner 18" to 24" DBH leaving debris curbside in R.O.W.	10	EA	$ 520.22	$ 5,202.20				
32	Fell leaner 24" to 30" DBH leaving debris curbside in R.O.W.	15	EA	$ 762.11	$ 11,431.65				
33	Fell leaner 30" to 36" DBH leaving debris curbside in R.O.W.	20	EA	$ 1,069.34	$ 21,386.80				
34	Fell leaner 36" to 42" DBH leaving debris curbside in R.O.W.	20	EA	$ 1,448.72	$ 28,974.40				
35	Fell leaner 42" to 48" DBH leaving debris curbside in R.O.W.	20	EA	$ 1,904.18	$ 38,083.60				
36	Remove Hanger ≥ 2" Dia.	150	EA	$ 132.07	$ 19,810.50				
	TOTAL BASE BID :			$ 830,842.35		$		$	
	LICENSED SUBS			Y					
	JSEB PARTICIPATION:			Y					
	CONFLICT OF INTEREST:			Y					
	ADDENDUM (4):			Y					

B. BASIS OF AWARD

The project may be awarded to the lowest responsive, responsible Bidder contingent on the availability of funds within the project's approved budget. The corrected extended prices of the Base Bid, and selected Alternates, if any, will be used to determine the lowest qualified Bid. If selected by the City, Alternate bid items will be awarded in the order of priority listed (i.e., 1, 2, 3), unless otherwise noted. Proposals in which the prices obviously are unbalanced will be rejected. The CITY has the right to reject any or all bids.

C. REVISIONS OF BID PROPOSAL FORM

Request for revision of the Bid Proposal Form must be made to the ENGINEER at least ten (10) days prior to date of opening of Bids. Revision of the Bid Proposal by the Bidder will void the Bid.

D. CONTRACT EXPIRATION DATE

The Contract expiration date shall be established as follows:

The Contract shall be for one (1) year beginning on the date of the "Blanket Order" issued by the City. The contract may be extended three (3) times for a one (1) year period by mutual agreement of both parties, provided funds are available.

E. BID CHANGES

No changes in the amount of Bids appearing on the outside of Bids will be considered. Only the amounts shown on bid documents inside the envelope will be considered. All changes, corrections and erasures must be initialed by the person signing the bid.

F. COMPLETION OF WORK

The CONTRACTOR shall begin work covered by these specifications within twenty (20) calendar days, including Sundays and holidays, from the date of the City's Blanket Order. The Contact will be for one (1) year from the date of the Blanket Order. All work orders issued under the Blanket Order must be completed by the expiration date established for the Blanket Order unless the Blanket Order is extended by the City.

G. SUBMITTAL STATEMENT

The undersigned Bidder certifies that this Bid is made without any previous understanding, agreement, or connection with any person, firm, or corporation bidding on this work; and that the Bid is made in good faith, without outside control, collusion, fraud, or otherwise illegal action.

The undersigned Bidder has examined and read (cover to cover) all Drawings, Specifications, General and Special Conditions, and other Contract Documents, and all Addenda thereto; and is acquainted with and fully understands the extent and character of the work covered by this Proposal and the specified requirements, for the proposed work.

The undersigned Bidder certifies that no officer or agent of the CITY will directly or indirectly benefit from this bid.

The undersigned Bidder states that this Proposal is made in conformity with the Contract Documents, and agrees that in case of any discrepancy or differences between its Proposal and the Contract Documents, the provisions of the latter shall prevail.

The undersigned Bidder certifies that it has carefully examined the foregoing Proposal after the same was completed and has verified every item placed thereon; and agrees to indemnify, defend and save harmless

City of Jacksonville, Florida

HAZARDOUS TREE SERVICES, TREE PRUNING AND RIGHT-OF-WAY ENCROACHMENT CLEARING

SECTION 30
SCOPE OF WORK

30.1 SCOPE

A. The work covered by these Contract Documents consists of furnishing all labor, materials, and equipment and performing operations necessary for the various types of tree removal, tree pruning and site clearing services on City rights-of-way and City owned parcels as well as on privately owned properties which have been cited by the City Municipal Code Compliance Division for violations of the Jacksonville Property Safety and Maintenance Code.

B. The work includes tree removal, tree pruning, stump grinding, brush and tall grass removal, and the disposal of debris generated by these operations. Also included is emergency tree work which may be required at any hour of the day or night to protect the public and to facilitate the restoration of essential public services. There may also be FEMA response work required, including the removal of "leaners" and "hangers," if a catastrophic event or natural emergency occurs during the contract period.

C. It is estimated that for each year of the contract, approximately 500 trees may require removal, and tree pruning may require between 100 and 950 crew hours. These numbers are considered estimates; the actual work required during the contract year may be more or less than these figures.

30.2 JOB SITE LOCATION: The Urban Forester will select the job sites for tree work by separate work orders which will be at various locations within Duval County.

30.3 INTENT OF PROJECT: It is the intent of these Contract Documents to provide the City with tree removal, tree pruning and other related services on City rights-of-way and other property. It is not the intent of these Contract Documents to minutely define the mode and fabric of the specified services but rather to set fourth rational and reasonable criteria for accomplishing the work.

QWS3270X 10/16/2017 4:11 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/16/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 4:10 PM

FISCAL MO/YEAR : 12 2017 CURRENCY CODE :
INDEX CODE : PWML011TR TREE MAINTENANCE
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	SEPT 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	1,386,312.50	1,386,312.50
EXPENDITURES	42,602.71	1,378,157.91	1,378,157.91
ENCUMBRANCES	-42,602.71	8,154.59	8,154.59
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	.00	.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 10/16/2017 4:11 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/16/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 4:11 PM

FISCAL MO/YEAR : 12 2017 CURRENCY CODE :
INDEX CODE : PWML15F TREE MAINTENANCE
SUBOBJECT : 04904 TRUST FUND AUTHORIZED EXPENDITURES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	SEPT 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	335,731.25	1,351,297.66
EXPENDITURES	16,447.00	336,288.41	1,349,725.68
ENCUMBRANCES	-16,447.00	-557.16	1,571.98
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	.00	.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 10/16/2017 4:11 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/16/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 4:11 PM

FISCAL MO/YEAR : 12 2017 CURRENCY CODE :
INDEX CODE : PWML461TR STORMWATER TREE MAINTENANCE
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	SEPT 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	159,020.00	159,020.00
EXPENDITURES	.00	156,516.79	156,516.79
ENCUMBRANCES	.00	2,459.60	2,459.60
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	.00	43.61	43.61

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND

QWS3270X 10/16/2017 4:12 PM
FAML6350 V5.1 ** NW COJ FAMIS PRODUCTION ** 10/16/2017
LINK TO: ACCOUNT SUMMARY INQUIRY 4:12 PM

FISCAL MO/YEAR : 12 2017 CURRENCY CODE :
INDEX CODE : PWML1L2PPTR MOWING &LANDSCAPE-PRIV.PROP TREE REMOVAL
SUBOBJECT : 03410 CONTRACTUAL SERVICES
PROJECT :
PROJECT DETAIL :
GRANT :
GRANT DETAIL :
USER CODE :

S	SEPT 2017	ANNUAL BALANCE	ALL YEARS BALANCE
ESTIMATED REVENUES	.00	.00	.00
REVENUES	.00	.00	.00
UNREALIZED REVENUES	.00	.00	.00
BUDGET	.00	263,925.00	507,079.37
EXPENDITURES	66,689.82	352,047.70	428,455.33
ENCUMBRANCES	-42,689.82	32,365.30	34,310.22
PRE-ENCUMBRANCES	.00	.00	.00
REMAINING BALANCE	-24,000.00	-120,488.00	44,313.82

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
F9-LINK F10-PRIOR-MO F11-NEXT-MO

G014 - RECORD FOUND